



**CITY OF COVINGTON, KENTUCKY  
LEGISLATIVE MEETING  
BOARD OF COMMISSIONERS  
TUESDAY, JANUARY 26, 2016, 6:00 PM**

**20 WEST PIKE STREET  
COVINGTON, KENTUCKY**

**AGENDA**

**CALL TO ORDER:** Mayor Sherry Carran

PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

Reading of Minutes of the meetings of January 12, 2016 (or motion to dispense with reading and approve minutes).

**PRESENTATIONS:**

- FY16 Second Quarter Budget Update – Lisa Desmarais, City Operations Manager/Interim Finance Director

**ITEMS FOR CONSIDERATION:**

**NEW BUSINESS – ORDER/RESOLUTIONS**

1. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PAYMENT OF \$43,200.00 TO CLARK SCHAEFER HACKETT FOR PROFESSIONAL AUDITING SERVICES FOR THE FISCAL YEAR 2015, INCLUDING THE ORIGINAL BID AMOUNT OF \$40,800.00 AND A CHANGE ORDER FOR ADDITIONAL PROFESSIONAL SERVICE FEES IN AN AMOUNT OF \$2,400.00, PAYABLE FROM THE GENERAL FUND.** *Clark Schaefer has performed external financial auditing services for the City for the past three years. Over that time, the annual cost of those services has increased nominally from the original bid of \$38,250. For the 2015 audit, professional service fees were \$40,800 plus an additional \$2,400.*

**Staff Reporting:** Lisa Desmarais, Interim Finance Director/Operations Director

**Recommendation:** Approve Order/Resolution. Approval allows the City to pay Clark Schaefer Hackett for the \$2,400 of additional professional auditing services performed for the FY 15 annual audit.

2. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PAYMENT OF \$27,910.69 TO LONKARD CONSTRUCTION FOR A CHANGE ORDER RELATED TO PHASE I OF THE PEASELBURG DETENTION BASIN PROJECT, PAYABLE FROM THE CAPITAL BOND FUND.** *The original contract with Lonkard was \$254,950. A few unanticipated items came up during the construction process that were deemed necessary by City staff and SD1. They included: 36" pipe; staking/survey work; additional excavation; and silt fencing.*

**Staff Reporting:** Mike Yeager, Community Services Director/City Engineer

**Recommendation:** Approve Order/Resolution. Approval allows the City to pay Lonkard Construction the amount of \$27,910.69 in additional costs that were incurred from a change order issued during construction of Phase I of the Peaseburg Detention basin project. It is not unusual for changes in cost and change orders to occur during a construction project of this nature, constructing detention basins where none existed before, that result in a better final product for residents and property owners.

3. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR PROPERTY MAINTENANCE OF CSX-OWNED PROPERTY THROUGHOUT THE CITY.** *The frequency at which CSX maintains the property which runs throughout the City is not nearly enough to meet the City's standards. The City and CSX have reached an agreement in which CSX will reimburse the City for costs associated with maintaining its property on a more frequent basis. The RFP will outline the areas that need to be addressed and the qualifications needed by a contractor. A contract will be for one calendar year with an option to renew.*

**Staff Reporting:** Mike Yeager, Community Services Director/City Engineer

**Recommendation:** Approve Order/Resolution. Approval allows the City to issue a Request for Proposal for property maintenance of CSX railroad right of way in the City on a more frequent basis, with costs to be reimbursed to the City by CSX.

4. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A PERSONAL SERVICE CONTRACT WITH CT CONSULTANTS, PURSUANT TO KRS 45A.690, FOR A FULL ALTA SURVEY OF THE WESTERN PORTION OF DEVOU PARK, IN AN AMOUNT NOT TO EXCEED \$28,800.00, PAYABLE FROM DEVOU TRUST FUNDS.** *The western portion of Devou Park includes the Incinerator, the batteries, and the back country trails. These western parcels were acquired at different times and*

*under different circumstances that the rest of the parcels in the park. For several years, members of the joint Devou board (DPAC and DPI) have discussed the need for a full survey of the area to determine all the deed and/or title restrictions and to provide a full understanding of the boundaries and monumentation.*

**Staff Reporting:** Jessica Moss, GIS Business Analyst and Project Manager

**Recommendation:** Approve Order/Resolution. Approval allows the City to proceed with a full ALTA survey of “Devou Park West”, the approximately 230 acre section of Devou Park that is bounded by Sleepy Hollow Road, and the cities of Ludlow and Fort Wright. In 2013, the Devou Park Advisory Committee recommended this project, and requested funding from the Devou Trust 5/3 Bank Trustee. The ALTA survey and title research will result in a formal, documented record of the deed and/or title restrictions of Devou Park West and its boundaries and monumentation.

5. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT RENEWAL WITH TENMAST SOFTWARE, INC. TO PROVIDE SOFTWARE FOR THE HOUSING CHOICE VOUCHER PROGRAM, IN AN AMOUNT NOT TO EXCEED \$13,095.00, PAYABLE FROM THE GENERAL FUND.** *Tenmast provides software for all areas of the Housing Choice Voucher program. The modules are user friendly and allow the department to streamline its day-to-day processes through automation while remaining compliant with the ever changing HUD regulations.*

**Staff Reporting:** Kim Phillips, Housing Choice Voucher Program Coordinator

**Recommendation:** Approve Order/Resolution. Approval allows the City to renew its contract for software for the Housing Choice Voucher Program as it does annually, payable entirely from Housing Choice Voucher Program funds.

6. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AND CITY STAFF TO SUBMIT AN APPLICATION FOR A \$3,000.00, 2016-2017 CERTIFIED LOCAL GOVERNMENT GRANT TO BE USED FOR THE 2017 NORTHERN KENTUCKY RESTORATION WEEKEND.** *The Kentucky Heritage Council has \$86,447.50 in total grant funding to allocate to CLGs. The funding is targeted to the following priorities: historic building survey, National Register nominations, context or thematic studies, local historic preservation or CRM plans, other local preservation planning projects, archaeological site survey, preservation education, and pre-development/property-specific reports. Each year the City typically submits applications for the funding of three projects which address different priority areas. The grant requires 40% of the total project cost as the matching share and the City will provide the match through staff time.*

**Staff Reporting:** Emily Ahouse, Preservation and Planning Specialist

**Recommendation:** Approve Order/Resolution. Approval allows the City to proceed to submit an application for the 2016-2017 Certified Local Government

Grant to hire a consultant to be used once again for the Northern Kentucky Restoration Weekend. All local match required by the grant is in-kind, a contribution of City staff time.

7. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AND CITY STAFF TO SUBMIT AN APPLICATION FOR A 2016-2017 CERTIFIED LOCAL GOVERNMENT GRANT TO HIRE A CONSULTANT TO CONDUCT AN HISTORIC RESOURCES SURVEY OF THE MAINSTRASSE HISTORIC PRESERVATION OVERLAY ZONE.** *The Kentucky Heritage Council has \$86,447.50 in total grant funding to allocate to CLGs. The funding is targeted to the following priorities: historic building survey, National Register nominations, context or thematic studies, local historic preservation or CRM plans, other local preservation planning projects, archaeological site survey, preservation education, and pre-development/property-specific reports. Each year the City typically submits applications for the funding of three projects which address different priority areas. The grant requires 40% of the total project cost as the matching share and the City will provide the match through staff time.*

**Staff Reporting:** Emily Ahouse, Preservation and Planning Specialist

**Recommendation:** Approve Order/Resolution. Approval allows the City to proceed to submit an application for the 2016-2017 Certified Local Government Grant to hire a consultant to conduct an historic resources survey for the Mainstrasse Historic Preservation Overlay Zone project. All local match required by the grant is in-kind, a contribution of City staff time.

8. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AND CITY STAFF TO SUBMIT AN APPLICATION FOR A 2016-2017 CERTIFIED LOCAL GOVERNMENT GRANT TO HIRE A CONSULTANT TO COMPLETE A NOMINATION OF DEVOU PARK FOR LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES.** *The Kentucky Heritage Council has \$86,447.50 in total grant funding to allocate to CLGs. The funding is targeted to the following priorities: historic building survey, National Register nominations, context or thematic studies, local historic preservation or CRM plans, other local preservation planning projects, archaeological site survey, preservation education, and pre-development/property-specific reports. Each year the City typically submits applications for the funding of three projects which address different priority areas. The grant requires 40% of the total project cost as the matching share and the City will provide the match through staff time.*

**Staff Reporting:** Emily Ahouse, Preservation and Planning Specialist

**Recommendation:** Approve Order/Resolution. Approval allows the City to proceed to submit an application for the 2016-2017 Certified Local Government Grant to hire a consultant to complete a nomination of Devou Park for listing in the

National Register of Historic Places. All local match required by the grant is in-kind, a contribution of City staff time.

9. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY TO AMEND MEMORANDUM OF AGREEMENT NO. 0800007100 (the “MOA”) BETWEEN THE CITY OF COVINGTON AND THE DEPARTMENT FOR LOCAL GOVERNMENT TO EXTEND THE TERM OF THE MOA THROUGH JUNE 30, 2018 SO AS TO ALLOW FOR THE ACQUISITION OF PROPERTY TO COMPLETE THE WEST COVINGTON FIRE STATION PROJECT.** *O/R-178-07 authorized the Mayor and City Manager to enter into an MOA with the Department of Local Government for the West Covington Fire Station Project in the amount of \$300,000 in a direct appropriation from the state budget. Much work has been conducted to identify and secure a new location, however, the funds for acquisition have not yet been spent. This O/R would allow for an extension for funding to allow for completion of the project.*

**Staff Reporting:** Larisa Sims, Assistant City Manager for Development

**Recommendation:** Approve Order/Resolution. Approval allows the City to amend its MOA with the Department for Local Government to extend the term of that MOA through June 30, 2018 in order to have more time to complete the West Covington Fire Station Project.

10. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY TO AMEND MEMORANDUM OF AGREEMENT NO. 0900011659 (the “MOA”) BETWEEN THE CITY OF COVINGTON AND THE DEPARTMENT FOR LOCAL GOVERNMENT TO EXTEND THE TERM OF THE MOA THROUGH JUNE 30, 2018 SO AS TO ALLOW FOR THE COMPLETION OF THE TIMES STAR COMMONS PROJECT.** *The City entered into an MOA with the Department of Local Government for the Times Star Commons Project for a direct appropriation of \$1,000,000 from the state budget. These funds were combined with SNK funds to expand a streetscape project to include both the area slated for Times Star Commons funding with the 6<sup>th</sup> Street Improvement Project. The total project includes streetscape and road improvements on Scott Blvd. from 4<sup>th</sup> to 6<sup>th</sup> streets and on 6<sup>th</sup> Street from Scott to the RR underpass at Johnson Street. This O/R would allow for an extension for funding to allow for completion of the project.*

**Staff Reporting:** Larisa Sims, Assistant City Manager for Development

**Recommendation:** Approve Order/Resolution. Approval allows the City to amend its MOA with the Department for Local Government to extend the term of

that MOA through June 30, 2018 in order to have more time to complete the 6<sup>th</sup> Street Improvement Project.

11. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE REAPPOINTMENT OF SHANNON HEROLD TO THE DEVOU PARK ADVISORY COMMITTEE FOR A THREE-YEAR TERM, EFFECTIVE JANUARY 1, 2016, AND EXPIRING DECEMBER 31, 2018.**

**Staff Reporting:** Larry Klein, City Manager

**Recommendation:** Approve Order/Resolution

**Next regularly scheduled Legislative Commission Meeting: 6:00 PM, Tuesday, February 9, 2016.**

**Next regularly scheduled Caucus Meeting: 6:00 PM, Tuesday, February 16, 2016.**

**PUBLIC COMMENTS**

**COMMISSIONERS' COMMENTS**

**CITY MANAGER'S COMMENTS**

**CITY SOLICITOR'S COMMENTS**

**MAYOR'S COMMENTS**

**ADJOURNMENT**